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| AA ObjectiveTo continue my career with an organization that will utilize my Management, Supervision and Administrative skills to benefit mutual growth and success. Also to work at a place and position which takes out the best of my abilities and challenges me to steadily raise my learning curve on a perpetual basis. Energetic, enthusiastic, positive, and self-motivated.Skills  * Energetic, enthusiastic, positive, and self-motivated. * Great Team player and Support. * Good analytical and logical approach * Good communication skills * Quick hands-on on computer applications with good knowledge in Word, Excel and Power point. | |  | | --- | | ARJUN ANSWALsector-19, Faridabad, Haryana | 7503040104 arjun.answalfbd@gmail.com |  Experience  * Handling request received for the requirement of machines. * Handling all type of queries related to the machine, labour force or any bill relating issues. * Reporting and updating dashboard to provide work status update. * Recruitment of operators and helpers for machines. * Make Daily report of machines on excel sheet for soft copy as well as in registers for hard copy. * Prepare machine bill and email to the concerned parties. * Arrange transport for the machines from one site to another and prepare transportation documents such as challan,E-way bill etc.  EducationSecondary Examination • 2014 • sant nirankari public School  * Passed 10th from CBSE Board  Higher Secondary Examination • 2016 • snps  * Passed 12th from CBSE Board  Bachelor’s Degree • 2019 • delhi university  * B.Com from SRI AUROBINDO COLLEGE, Delhi 2016 - 2019.  Personal Details  * Father`s Name : Mr. Rajaram Answal * Date of Birth : 30/09/1998 * Religion : Hindu * Nationality : Indian * Language Known : English, Hindi and Garhwali * Gender : Male * Marital Status : Unmarried * Enjoy spending time with Family, watching/listening songs, surfing important information on internet. |